

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-12-015

**OPEN TO:** All interested candidates

**POSITION:** Administrative Assistant – Education  
Education and Youth Office

**OPENING DATE:** September 06, 2012

**CLOSING DATE:** September 19, 2012

**WORK HOURS:** 40 hours/week

**SALARY:** JD8,587 – JD14,164  
Position Grade Level 07

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for an Administrative Assistant – Education in the Education and Youth Office. This is a Personal Services Contract (PSC) position, grade FSN-07. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be placed on a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-07 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

The Education/Youth Office's Administrative Assistant is responsible for performing administrative and clerical support activities for the Education/Youth Team in USAID/Jordan. The incumbent reports to the Team Leader, manages the administrative processes of the Education Team, provides secretarial services, including maintaining the Team Leader's calendar and providing administrative support to the full Education/Youth team, including preparation of routine correspondence, presentations, reports, schedules, briefing materials and public information. In addition to backstopping the Office's other main functions, including strategy, donor coordination, and budget.

## **Major Responsibilities:**

### **Administrative Support:**

Maintains the Team Leader's calendar, keeps current on Education/Youth Team staff calendars, schedules meetings for the Team Leader and the Education/Youth Staff; liaises with other offices in obtaining necessary information for meetings; coordinates closely with Mission's front office on correspondence and access requests for scheduled meetings. Maintains professional working relations with the Youth Team and other technical and support teams.

Assists in the organization of routine Education Donor meetings, Youth Donor meetings, Education Partner meetings and annual Education Partner retreats. Negotiates venues, meals and transportation for off-site meetings. Disseminates key information to Education Partners on behalf of the Education/Youth Team staff.

Uses Global Acquisition and Assistance System (GLAAS) for non-technical purchase orders in support of the Education Team's needs.

Receives and screens visitors for the Education/Youth Team, submits necessary access forms in advance, escorts visitors, and alerts meeting participants upon visitor's arrival. Screens and directs telephone calls as appropriate, provides caller and visitors with information of a general nature, and disseminates routine information. Maintains and updates an action list for Education Team staff to assist them in their ability to accomplish Team objectives.

Makes calls or sends e-mails to Government of Jordan (GOJ) officials, private sector and Non-governmental (NGO) contacts, and others to obtain information needed by Education/Youth Team staff. Locates information on internet.

Composes complex, semi-technical correspondence such as correspondence with Ministry of Planning on sales and tax exemptions, program implementation letters (PILs) and official correspondence with ministry officials. Drafts and formats routine responses to inquiries and proposals in accordance with established precedents or instructions.

Develops, maintains and updates a correspondence tracking system to include all PILs, requests from the GOJ, payment applications by the contractors, and any other key correspondence that supports the management of projects under the Education/Youth Portfolio.

Reviews correspondence and reports for format, spelling, grammar and punctuation accuracy, corrects errors and deficiencies, and ensures timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents.

Collects and distributes incoming mail, correspondence and documents for clearances related to the Education/Youth Team, and attaching pertinent background materials. Manages the flow of incoming correspondence, official mail, and disseminates it properly to Education/Youth Team and other Mission staff. Reviews and tracks

outgoing correspondence. Maintains adequate stocks of office supplies; requisitions supplies and/or any services for the Team staff.

Organizes and maintains Education/Youth Team files in accordance with the Automated Directive System (ADS), prepares file plans and Vital Records for the Education Team. Supports Education/Youth Team staff in maintaining working files and contacts with particular focus on the maintenance of files (hard and soft) related to education infrastructure projects.

Maintains and updates necessary tracking databases (including a regularly updated NGO database), systems, and electronic records of Education/Youth Team partners and other contacts. Identifies the need for other electronic or paper-based tracking systems and develops such records.

Serves as the designated Time Keeper for the Education/Youth local and US team members, enters timesheets into the Time & Attendance system and WebTA.

Supports the Team Leader and other staff in utilizing USAID electronic systems such as electronic country clearances and e-learning, liaises with Mission Executive Office and Financial Management staff to troubleshoot these systems, and ensures Education/Youth Team compliance with Mission administrative and financial management procedures.

Coordinates travel arrangements for Education/Youth Team staff as needed in coordination with the USAID travel assistant, motor pool, and other relevant offices. Prepares travel vouchers for Education/Youth Team staff and other documents related to their travel. Coordinates motor vehicle requests for routine off-site meetings and local field visits of Education/Youth Team staff.

Maintains schedules and makes arrangements for conferences, meetings and visitors' schedules as requested. For high-level visits, supports control officer on all aspects of scheduling, briefing materials production, and managing visit logistics, in coordination with Mission front office and other staff. Follows up with Education/Youth Team staff to ensure that follow-up actions as agreed at conferences and meetings are met.

Provides translation and interpretation services of non-technical and short technical material into English or from English into Arabic. Serves as note-taker at selected meetings, formats notes appropriately to share with Mission staff, and provides records for the files.

Oversees and supports the work of Education/Youth Team summer interns. Provides secretarial coverage in the Director's Office on an emergency basis and assists other offices with administrative requirements including conference organization.

### **Financial and Program Management Support:**

#### *Budget Management*

Serves as alternate budget and financial manager for the Education/Youth Team. The incumbent provides on-going support in the development of quarterly pipeline reports

through communication with financial managers of each sector activity. The incumbent serves as alternate program budget manager for education for up to \$400 million in resources. Also, s/he provides support for program-related financial management (i.e. accruals) and processing of vouchers and tax exemption requests.

#### *Program Management*

The incumbent provides full support for the mobilization of new activities, maintaining a correspondent relationship with partners and the Government of Jordan (GOJ), including establishing hard and soft files for all new activities.

#### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

#### Qualification Criteria:

1. Certificate of Completion of secondary school, **AND** at least one of the following:
  - a) Certificate of completion in an Office Management training program; or
  - b) Certificate of completion in an Executive Secretarial Program; or
  - c) Completion of a university degree.

**Supporting documentation (i.e. Ministry of Education General Secondary Education Certificate AND one of the post-secondary school certificates) must be included in the application for eligibility purposes.**

2. Minimum of three years secretarial, administrative and office experience is required.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; else candidate will be tested again.
4. Skills & Abilities:
  - a) Must have demonstrated experience in preparing correspondence, spreadsheets, reports, and presentations.

- b) Must have demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint).
- c) Must have demonstrated skill operating office equipment, including fax machines, scanners, and copiers.
- d) Must have demonstrated ability to manage an office, work within a team, prioritize multiple tasks, perform under pressure, and produce accurate documents.
- e) Must have demonstrated organization, proof-reading, and basic translation and interpretation skills. Experience in database management is desirable.

### **Selection Process:**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal employees serving a probationary are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:  
[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

### **Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.